



California Department of Child Support Services

TO: All Permanent Civil Service Local Child Support Agency Professionals

Job Opportunity Bulletin

- Looking for an exciting job in a dynamic department?
- Do you have a strong background in the Child Support Program and would like to share your expertise in developing the California Child Support Automation System (CCSAS)?
- If you are looking for a challenging and rewarding experience, the California Department of Child Support Services (DCSS) is interested in you!

The California Department of Child Support Services is seeking highly motivated Local Child Support Agency professionals to join our team.

We are located in Rancho Cordova

If you are interested in being a part of an exciting innovative department with the responsibility of securing support for California's most precious resource, our children, we encourage you to apply.

Local Child Support Agency (LCSA) CCSAS Training Development Project Consultant

Hours: Fulltime 40-hour work week, Monday through Friday

Salary: Current Local Child Support Agency (LCSA) salary

Benefits: Current LCSA benefits and long term travel expenses

Number of Positions: 6

Term: One to two year limited term

Job Summary:

The California Department of Child Support Services (DCSS) is recruiting up to six LCSA personnel to work at our Rancho Cordova office. Under the general direction of DCSS, the LCSA California Child Support Automation System (CCSAS) Training Development Project Consultant performs a variety of programmatic, consultative, and analytical support activities. The scope of work will include providing the business perspective associated with the CCSAS Project, case management, financial management, and administrative management functions in areas pertaining to training design, training development, and training delivery. Assignments include participation in various project training teams; interaction with project vendor partners; reviewing deliverables and identifying issues; and providing business expertise to the CCSAS Project Management Team, vendor partners, and project staff.

For a complete range of job duties, please request a copy of the duty

An equal opportunity employer providing opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug free workplace. Any applicant for employment will be expected to behave in the accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules of governing civil services, and the special trust placed in the public servants.

California Relay Service: (TDD) 1-800-735-2922 or (Voice) 1-800-735-2929

statement at the number listed under Resources.

Who may apply:

DCSS invites applications from individuals currently employed by the Local Child Support Agencies within California who meet the minimum qualifications outlined below. Applications will be screened and only the most qualified candidates will be scheduled for an interview.

Desired cross-section of experience:

- Representatives from small, medium, and large counties
- Financial experts
- Case Management experts
- Business Process Redesign/Change Management
- Administrative/supervisory experts

Required Skills, Knowledge and Abilities:

- Knowledge of existing LCSA system and daily operations
- End user of existing system
- In-depth knowledge of California Child Support Program policies, procedures, business vision, strategic goals and business rules
- Understand vision of statewide system
- Knowledge of adult learning theory
- Knowledge of curriculum design
- Knowledge of training development and delivery
- Knowledge of LCSA business processes
- Ability to work in an interdepartmental team environment
- Ability to evaluate training needs and programs
- Strong analytical, organization, communications, and writing skills

Desired Skills, Knowledge, and Abilities:

- Have the ability to work under time constraints
- Knowledge of existing interface data exchanges
- Knowledge of existing reports / forms and the data needs
- Understand CCSAS business requirements
- Understand system industry terms and processes
- Look and feel of web style interfaces
- Knowledge of system conversion
- Understand structured analysis

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- Desire to participate in special assignments
- Commitment to quality

Minimum Qualifications:

To be eligible for consideration, applicants must currently have permanent civil service status with a Local Child Support Agency within California, demonstrate expertise and knowledge of the Child Support Program, and meet the following minimum qualifications:

Either I

Experience: One year of experience working in the Local Child Support Agency program supervising staff in the performance of child/family support case work, including but not limited to intake, locate, paternity establishment, interstate, enforcement, wage assignment, medical support, case review & adjustment, collection & distribution, or case closure;

and

Education: Equivalent to graduation from college. Qualifying experience may be substituted for education on a year-for-year basis.

Or II

Experience: Two years of experience working in the Local Child Support Agency program performing child/family support case work in at least some of the following areas: intake, locate, paternity and case establishment, interstate, enforcement, wage assignment, medical support, case review & adjustment, collection & distribution, case closure, and training;

and

Education: Equivalent to graduation from college. Qualifying experience may be substituted for education on a year-for-year basis.

Submission and Final Filing Date:

All interested applicants must submit the attached application. A resume may also be submitted, but does not replace the required application. The required application may be accessed through the following website: <https://forms.spb.ca.gov/employment/index.cfm>

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Submit completed applications with resumes to:

California Department of Child Support Services
ATTN: Bruce Foxley
Mail Station 30
P.O. Box 419064
Rancho Cordova, CA 95741-9064

Applications must be received or postmarked by September 30, 2005, with interviews being conducted soon after. Applications received after the due date will be considered if a vacancy exists.

Resources:

To receive additional information or to obtain a duty statement, interested applicants may contact:

Bruce Foxley
(916) 464-3215
bruce.foxley@dcss.ca.gov
or visit our website at: <http://www.childsup.ca.gov>

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